
MEETING NOTICE

TO: Members of the Museum Coordination Committee

FROM: Joseph K. Houts, Jr., Chairperson

DATE: December 5, 2023

SUBJECT: Notice of Museum Coordination Committee Presentation
to the Patee House Museum Board of Directors &
subsequent Meeting of the Museum Coordination Committee

2023 DEC -6 AM 9:00
CITY CLERK

The Museum Coordination Committee will hold a meeting on Thursday, December 14, 2023, at 4:00 p.m., at the Patee House Museum located at 1202 Penn Street, St. Joseph, Missouri 64503.

AGENDA

**The Patee House Board of Directors will be conducting its meeting during which the Museum Coordination Committee will provide an overview of the following information:*

1. Much input received since MCC's initial meeting in September – All documents distributed should be considered drafts and are subject to change as preliminary discussions continue.
2. Brief overview of Museum Coordination Initiative: To identify a new funding source for five museums located in St. Joseph.
3. Brief overview of Museum Funding Program (contingent on identification of funding source):
 - ✓ Museums must be a 501(c)(3) and must join a museum coalition established through a Memorandum of Understanding approved by the City Council.
 - ✓ Museums may submit applications for funding to the City Director of Finance.
 - ✓ City Council will review applications to consider requested allocations and approve allocations it wishes to make in conjunction with City's annual budget process.
 - ✓ Museum Oversight Board will review expenditures prior to payment.
4. Tasks that need to be completed if there is interest in pursuing a new funding source:
 - Task #1 – Identify funding needs of the five museums to stabilize current operations. [*Task to be separately completed by each museum]
 - Task #2 – Identify funding needs of the five museums to enhance operations and create value-added programming. [*Task to be separately completed by each museum]
 - Task #3 – Identify gaps and overlaps in programming and develop commitments to close gaps and eliminate overlaps. [*Task to be jointly completed by representatives of each of the five museums – will likely take multiple meetings]

- Task #4 – Following gap and overlap analysis, analyze long-term viability of operations and project future capital and operational needs for each museum over a 25-year period. [*Task to be jointly completed by representatives of the City and each of the five museums – will likely take multiple meetings]
- Task #5 – Identify a list of realistic funding sources, then determine the amount each would be expected to generate. [*Task to be completed by the City]
- Task #6 – Select funding source, then develop Memorandum of Understanding between City and each museum. [*Task to be completed by the City, which will include a City Council Work Session]
- Task #7 – Place proposed tax on the ballot and initiate campaign. [*Task to be completed by the City]

*****After overview has concluded, members of the Museum Coordination Committee will meet separately to conduct the following business:***

1. Call to Order
2. Roll Call/Attendance
3. Approval of Minutes (October meeting)
4. Follow up on Presentations to AKMA and Patee House Museum Boards
5. Set Date for Next Meeting
6. Adjourn

Museum Coordination Committee members:

Joseph K. Houts, Jr.
 Pat Dillon
 Greg Hatten
 Gary Wilkinson
 Megan Wyeth

cc: Mayor and City Council Members
 Lisa Robertson, City Attorney
 Dawn Lanning, Interim Director of Finance
 Paula Heyde, City Clerk